

East Boston Camps Master Plan Committee  
May 26, 2005  
7:30 AM  
Millennium School Administration – Conference Room A

The following are minutes of the Town of Westford – East Boston Camps Master Plan Committee meeting of May 26, 2005. A permanent set of these minutes (maintained a period of six years) is retained in the Town Clerk's office. A set of these minutes are also retained in the Town Manager's Office.

Members Present: Citizen Representatives – Denise Brunelle, George Fletcher, Angela Harkness, Kirk Ware Conservation Commission – Peter Mahler Park & Recreation Commission – Max Steiner Westford Land Preservation Foundation – Nancy Rosinski Water Commissioner – Leslie Thomas  
Absent: Board of Selectman – Dini Healy-Coffin

Present: Assistant Town Manager – Norman Khumalo and Park and Recreation Assistant Director – Sandra Habe

Absent: Town Manager – Steve Ledoux and Park, Recreation and Cemetery Director Patricia Savage

Interested Residents – Marian Harman, Paul Cully

Handouts: Draft Plan of Action – Kirk Ware  
Web Discussion – Max Steiner

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The meeting was called to order by Kirk Ware.

- Approval of Meeting Minutes: May 12, 2005 approved. Motion: Angela Harkness  
Second: Max Steiner
- Aerial Survey: Norman spoke to Land Tech about the estimate. He will have the estimate for the next meeting. The initial request was for one foot contours, but we will now use the information from the town flyover which is in two foot contours.
- Signage: Nancy Rosinski ordered the signs. Peter Mahler gave Nancy metal signs that say "No Motorized Vehicles".
- Rules: Angela received an irate phone call from a citizen following the Board of Selectman meeting regarding the rules about dogs. Nancy Rosinski met with the Chief of Police, Bob Welch who stated that the town has a leash law. Nancy will speak with Dini to obtain more details about the B.O.S. meeting. Norman will double check the town by-laws with the Animal Control Officer to determine if it is acceptable to have dogs under voice control. None of the rules are enforceable unless they are in the town by-laws. George Fletcher suggested placing a chain across the road leading to the girl's camp to prevent unauthorized access.
- Public Relations Campaign: Max discussed establishing a web-site. He distributed a handout that described potential features of the site. Max feels a web-site will be an important piece of an informational campaign. He has worked with someone who will

design the web-site for \$300.00 annually. Norman suggested Max meet with the Town's I.T. Department about the web-site. The web-site could be linked to the town website. Nancy Rosinski suggested Max also speak with the westford.com group. Leslie Thomas feels it is important for public to have a global picture of "who we are" and that the web-page would be a good way to get started. Angela Harkness pointed out that other forms of media must be used, such as channel 8, Westford Eagle and Lowell Sun.

- Plan of Action: Kirk Ware distributed an outline of a draft plan of action. George Fletcher and Nancy Rosinski agreed to collect the historical data of the camp. George will also put together a list of how the camp has been used year round in the past. Leslie Thomas noted that it is important to include unofficial use of the area such as dog walkers or picnickers.
- Board of Selectman Meetings: Kirk Ware and Max Steiner agreed to attend one meeting a month to update the board and the public regarding the committee's progress with East Boston Camps.
- Article for The Westford Eagle: Angela Harkness will write a short article and email to the committee for comments.
- Posting of Rules: Nancy Rosinski will have the rules enlarged and laminated. George Fletcher will post the rules.

For next meeting:

- Establish a public relations vehicle: identify the spokesperson, press release and web-site.
- Define "As is"

NEXT MEETING: THURSDAY, JUNE 9, 2005 7:30 AM (Norman will obtain a meeting room at the Millennium Building)

Meeting adjourned at 8:45 AM

*Accepted and approved June 9, 2005*